

# SI Grant: Year 3 Progress Report

This document is for reference only; please use the online form to submit your final [Year 3 Progress Report](#) by close of play on **Friday 21 March 2025**.

If you have any questions about this form or your grant, please contact [Sgrants@ndti.org.uk](mailto:Sgrants@ndti.org.uk).

## Grantee Information

- **Unique grant reference** [you can find this in your Grant Offer Letter]
- **LA region** [your region within England]
- **Grantee organisation** [Local Authority name]

## Allocation & Underspend

- **Total funding allocation for year 3** [confirm your grant award for the financial year 2024/25]
- **Grant status at year end** [select the option that describes your Local Authority's 2024/25 grant funding]
  - *The full funding allocation for year 3 has been / will be spent by the end of March 2025*
  - *An underspend was previously declared & has been / is being returned to NDTi*
  - *An underspend now needs to be declared & arrangements will be made for its immediate return to NDTi*
- **How much underspend do you need to declare & return? / Reasons for this underspend**

## Activities & Outputs

How has your funding been applied? Respond to the following questions to provide a summary report of progress and achievement to date, against the specific key performance indicators and objectives agreed to in the grant funding agreement. It will help to refer to Annex D (ii) in your Grant Offer Letter as well as your Action Plan.

- **Provide a summary of progress to date** [approximately 200–500 words]
- **Key activity completed in this grant period**
- **Evidence of this delivery** [provide a list of your evidence e.g., resources, key payments, event slides, agendas, SEND Employment Forum meeting notes etc. - you may be asked to send copies at a later stage]
- **Progress on objective/delivery plans**
- **Please provide details of any slippage in delivery plans & reasons for this** [write N/A, if needed]
- **Issues/challenges: what (if any) problems have you encountered and how have you dealt with, or how do you intend to deal with them?**
- **Is there anything else you would like to raise in this report? Are there any successes you would like to share?** [write N/A, if needed]
- **Please provide any other information which you think might be helpful** [write N/A, if needed]

## Declaration

- **“I declare that the information provided in this report is true and correct to the best of my knowledge. I understand that any omission or false statement may result in the grant being terminated and previous payments recovered, or future grant applications refused.”** [I agree with the above statement]
- **Today’s date**
- **Your name** [the name of the person submitting this form]
- **Job title**
- **Email address**
- **Telephone number**



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